

Business Solutions for *State* Government



Georgia

Department of
Administrative Services

Dana R. Russell, Commissioner

Department of Administrative Services

The Department of Administrative Services (DOAS) is Georgia state government's business solutions



Dana R. Russell

provider. DOAS' product and service offerings encompass a broad spectrum that includes risk management, purchasing, fleet management, space management, surplus property, mail and courier, office supplies, paper sales, rapid copy services, and assistance to small businesses.

Under the leadership of Commissioner Dana R. Russell,

DOAS strives to meet the needs of its customers in a rapidly changing state government. DOAS' vision is to be the "best business run by a government."

DOAS obtains its products and services through partnerships with a diverse group of private sector businesses, while working to ensure all vendors have equal access to contract opportunities. Volume buying and competitive bidding procedures result in significant cost savings. These savings enable state government to operate cost-effectively by reducing the expense of providing services to the citizens of Georgia.

DOAS strives to provide the highest level of service to its customers. Throughout this portfolio you will find information regarding DOAS' product and service offerings.

If you need assistance, please e-mail DOAS Customer Service at customerservice@doas.state.ga.us. Further information is available on the DOAS web site at www.doas.state.ga.us.

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Workers' Compensation Program

Risk Management Services administers a Workers' Compensation Program for all state of Georgia employees, which includes Return-to-Work and Coordinated Medical Care services. The program



provides for monetary supplements for absences from work, medical expenses, and other costs associated with job related injuries. Through Coordinated Medical Care services, employees who have suffered a job related injury are provided with timely and effective medical care.

Return-to-Work offers a team approach among the employee, employer, physician, and workers' compensation claims manager to help medically able employees return to work. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-9488**.

Liability Insurance Program

Risk Management Services administers a self-insured Liability Insurance Program that protects state government and its employees from claims brought against them while performing official duties. The scope of the program's coverage makes it possible to distribute the cost of liability insurance evenly across state government. This enables state entities exposed to high risk to have access to affordable and broad liability insurance coverage. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-651-5606**.

Property Insurance Program

State-owned buildings and other property are insured against damage or destruction from various hazards under the state of Georgia's self-insured Risk Management Services Property Insurance Program. Examples of other property covered under the

program are office equipment, motor vehicles, aircraft, watercraft, and other types of mobile equipment. The scope of the program's coverage makes it possible to distribute the cost of property insurance evenly across state government.

This enables state entities exposed to high risk to have access to affordable and broad property insurance coverage. DOAS strives to ensure that state government property insurance premiums are maintained at a consistent and cost competitive rate. For additional



“Property covered under the Program include state-owned buildings, office equipment, motor vehicles, aircraft, watercraft...”

information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-9469**.

Unemployment Program

Risk Management Services offers an Unemployment Program in partnership with Sheakley UniService



to assist the Department of Labor in the proper handling of unemployment claims. DOAS is responsible for funding compensable unemployment benefits and

developing premium rates for charge-backs to state entities. Sheakley UniService is responsible for administering unemployment claims, storing separation information, acting as “address of record” for state government, filing appeals, representing state entities at hearings with the Department of Labor, and auditing bills for unemployment benefit payments. Through this partnership, DOAS provides state government with expertise and resources to manage the state’s unemployment program. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-6245**.

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Georgia State Indemnification Program

The state of Georgia recognized the unique hazards inherent in certain public occupations. The General Assembly established the Georgia State Indemnification Program to provide a financial benefit for designated public officers and public school personnel who are disabled or killed in the line of



duty. Benefits under the Public Officers Indemnification Fund include payments for permanent disability, supplemental income, or death. Eligible public officers include law enforcement officers, firefighters, prison guards, publicly employed emergency medical technicians, emergency

management rescue specialists, state highway employees, and active members of the Georgia National Guard.

The Public School Indemnification Fund provides for payments for any public school employee who is killed or permanently disabled by an act of violence in the line of duty on or after January 1, 2001. The program

is funded by the revenue generated by the sale of special license plates honoring Georgia educators. Each program

is governed by a commission designated by statute and administered by DOAS. For additional information call DOAS' Risk Management Services at **404-657-4437**.



Statewide Purchasing Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. State government can benefit from the convenience

"Contracts include...office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, tractors, asphalt, and much more."

and competitive pricing of these pre-established contracts. Contracts include commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more.

Current DOAS statewide contracts are posted on the DOAS web site at www.doas.state.ga.us. For additional information contact DOAS' State Purchasing at **404-657-6000**.

Request for Proposal

State Purchasing conducts best value procurements through the Request for Proposal (RFP) process. Typically used for purchasing complex services, the RFP process considers both quality and price to obtain the best overall value for state government. DOAS provides technical guidance in defining contract performance requirements and evaluation criteria to assist state entities in effectively managing contracts after they are awarded. For additional information contact DOAS' State Purchasing at **404-657-6000**.

Georgia Procurement Registry

A free web-based advertising system is offered by DOAS' State Purchasing for publishing



government contract opportunities. State government can maximize competition by posting contract opportunities on the Georgia Procurement Registry. The Registry's popularity among its users ensures that contract opportunities are quickly and widely disseminated to the vendor community. The Georgia Procurement Registry can be accessed on the DOAS web site at www.doas.state.ga.us. For additional information or to inquire about using the Procurement Registry call **404-657-6000**.

Vendor Registration System

The Vendor Registration System is a free web-based system provided by DOAS' State Purchasing that enables vendors to register their company and identify product and service offerings. State government can search the Vendor Registration System by commodity, service, geographic location, and small or minority business status to locate vendors. The Vendor Registration System will automatically notify vendors by e-mail when related bids and procurement opportunities become available. The Vendor Registration System can be accessed on the DOAS web site at www.doas.state.ga.us. For more information about the Vendor Registration System call **404-657-6000**.

Purchasing Card Program

The Purchasing Card (P-Card) Program, offered by State Purchasing, simplifies day-to-day purchasing



activities while enhancing cost effectiveness. The P-Card streamlines payment and purchasing procedures, reduces the administrative burden traditionally associated

with small dollar value purchases, and allows for quicker receipt of goods. State government can benefit from using the P-Card by eliminating purchase order paperwork. The P-Card offers more accountability through consistent and timely reconciliation processes and electronic management controls. The P-Card is honored by all merchants who accept VISA and there are no annual, transaction, or reporting fees. For more information on the P-Card or to inquire about program enrollment call **404-656-5925**.

Fleet Management Program

The Fleet Management Program centralizes state government's motor vehicle fleet management functions. Through the Office of Fleet Management, the Program establishes policies and procedures to provide direction with vehicle purchase, option specifications, assignment, usage, maintenance, operation and disposal. Centralization of the state's fleet management functions ensures efficient and cost-effective operation of the state's motor vehicle fleet, minimizing the life-cycle costs associated with vehicle ownership. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-7010**.

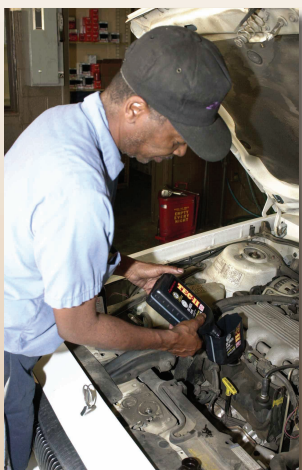
Motor Vehicle Rentals

DOAS' Office of Fleet Management provides an economical and convenient transportation alternative for state employees traveling on official business. DOAS' Interagency Motor Pool offers competitively priced, well equipped, late model, compact and mid-sized cars. DOAS' vehicle rental office is centrally located on Capitol Hill at 204 Jesse Hill Jr. Drive. Vehicles can be reserved by telephone, fax, e-mail, or electronically through the DOAS web site at www.doas.state.ga.us. For additional information on vehicle rentals call **404-656-3911**.



Capitol Hill Vehicle Maintenance Services

DOAS' Office of Fleet Management offers motor vehicle maintenance services for state vehicles through an on-site contractor. Service offerings include preventive maintenance and minor vehicle repairs. Vehicle maintenance services are conveniently located at the Jesse Hill, Jr. Drive parking facility in Atlanta and are provided at competitive prices. For more information on motor vehicle maintenance services call **404-656-5124**.



Motor Vehicle Contract Maintenance Program

The Motor Vehicle Contract Maintenance Program provides a total fleet management solution to state government. The program, offered through a vendor contract, provides a cost-effective method of handling and tracking motor vehicle operating expenses. By utilizing the vehicle maintenance program, state government has access to 3,000 Georgia vendors that offer quality services at discounted prices. When repairs are needed, drivers can call a toll-free number for referral to the nearest vendor. Obtain additional information on the Motor Vehicle Maintenance Program by visiting the DOAS web site at www.doas.state.ga.us or by calling **404-656-6295**.

Fuel Card Program

The Fuel Card Program offers state government a universally accepted fuel purchasing card for making fuel purchases at more than 7,000 locations



in Georgia and 170,000 locations throughout the United States. The program provides an information system to support the management and accountability of motor vehicle and fleet

operations. The system tracks expenditures for fuel purchases, emergency services, minor repairs, and other daily operational costs. In addition, federal and local taxes up to 25 cents per gallon are deducted from the fuel bill for gasoline purchases. For more information regarding enrollment in the fuel card program, visit the DOAS web site at www.doas.state.ga.us or call **404-651-6413**.

Space Management Services

Space Management helps state government meet its current need for office space and plan for future needs as business goals and operations change.

DOAS' Space Management assists state government in defining space requirements, locating appropriate space, and negotiating leases at reasonable prices. Its focus on long-term strategic planning ensures the availability of adequate, secure, and cost-efficient office space appropriate for state government's business needs. For more information visit the DOAS web site at www.doas.state.ga.us or call **404-352-4890**.

Mail Services

DOAS operates a cost competitive and efficient inter-office mail services network that processes mail for state government in metropolitan Atlanta. Service offerings

include mail processing, presort mail, and bulk mail. Through the use of presort mail services DOAS offers increased efficiency and cost savings of 20 percent on



postage. Bulk mail service increases savings for large volume mailings. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-0985**.

Courier Services

Dependable, cost competitive courier services are available to state offices located within a 30 mile radius of metro Atlanta. Service offerings



include daily courier services by contract or specialized courier services upon request. Specialized courier service offerings include special deliveries, excess

packages, oversized loads, early/late services, and long distance stops. For additional information, visit the DOAS web site at www.doas.state.ga.us or call **404-656-0985**.

Rapid Copy Services

Rapid Copy Services, offered through Xerox, provides document reproduction options for state government offices located in metropolitan Atlanta. A variety of specialty services are provided to help meet the printing needs of state government. Providing convenience, efficiency, and cost savings, the specialty services include color copying, folding, and binding. State government can realize an approximate 40 percent savings versus market prices through the use of Rapid Copy Services. For additional information visit the DOAS web site at www.doas.state.ga.us or call **404-656-3972**.

Postal Services

DOAS operates two full-service contract postal units in compliance with United States Postal Service guidelines. Both post offices provide a full complement of postal services to include stamps, money orders, post office box rentals, priority and express packages, and certified and registered mail. The post offices are conveniently located on the balcony level of the Sloppy Floyd Building and on the first floor of the Legislative Office Building. For additional information call **404-656-0986** for the Sloppy Floyd Building location or **404-656-6048** for the Legislative Office Building location.



Surplus Property Program

Millions of dollars of state and federal surplus property are redistributed to government entities through the Surplus Property Program. Surplus



property includes items such as vehicles, shop equipment, office furniture, computers, hospital equipment, generators, road graders, and more.

State government can search the DOAS web

site for property available at distribution warehouses in Atlanta, Americus, and Swainsboro. The web site provides the convenience of real time viewing while alleviating travel time and costs. DOAS' Surplus Property Program offers assistance in locating and acquiring surplus property for a nominal charge.

DOAS' Surplus Property Program can also assist state government in disposal of surplus property through

a variety of means, including Internet

auctions, for a minimal handling

fee. Additional

information on the Surplus

Property Program can be found

by accessing the

DOAS web site at www.doas.state.ga.us

or by calling

404-756-4801.



Office Supply Program

By leveraging the state's purchasing power, DOAS' Supply Services offers a statewide Office Supply Program through seven vendor partners. This program provides state government increased flexibility in meeting office supply needs, while enabling office

"Suppliers include: Office Depot, Alexander's Office Center, Cajun Office Supplies, Inc., Minton-Jones, Prime Office Products, Ponder's Office Plus, and VIP Total."

products to be purchased at discounted costs. State government can save an average of 40 to 50 percent on nearly 300 core office supplies, such as pencils, pens, binders, calculators, and more. Office Depot is the program's statewide provider. Regionally, office products are provided by the following small businesses:

Alexander's Office Center, Cajun Office Supplies Inc., Minton-Jones, Prime Office Products, Ponder's Office Plus, and VIP Total. Additional information on the Office Supply Program can be obtained on the DOAS web site at www.doas.state.ga.us or by calling **404-656-7480**.

Paper Sales

Supply Services offers a variety of high quality paper to state government. Paper offerings include multi-purpose, legal, recycled, and bond. Paper can be ordered in bulk and shipped to any location in the state of Georgia. The Atlanta distribution warehouse offers an average of 12 percent cost savings for pickup orders. State government can electronically order paper by accessing the DOAS web site at www.doas.state.ga.us. For additional information on DOAS paper sales call **404-756-4853**.

The Governor's Small Business Center

The Governor's Small Business Center (GSBC) provides state government entities with guidance and support on supplier diversity including access to thousands of viable small and minority companies. The



Center helps build business-to-government relationships by offering individualized client services to help small and minority-owned businesses

identify and pursue contract opportunities with state government. Additionally, as administrator of the Governor's Mentor Protégé Program, GSBC works to develop partnerships between large, profitable businesses and emerging small business enterprises. More information about the Center can be obtained by visiting the DOAS web site at www.doas.state.ga.us or by calling **404-656-6315**.

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